

O P C B U L L E T I N

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13 April 1951

Correspondence

1. Correspondence for Signature of DCI, DDCI or DD(P)

a. The Deputy Director (Plans) has reminded ADPC that the DCI does not desire to have references made to "OPC" in correspondence prepared for the signature of DCI, DDCI or DD(P) addressed to other government agencies.

b. When it is essential to draw a distinction in such correspondence between OPC and CIA, the term "CIA(OPC)" may be used. However, it should be used sparingly and with care.

c. The Director's order is based on the sound premise that the head of an agency or department does not normally refer to subdivisions or subordinate elements of his organization in correspondence addressed to other agencies or departments.

2. Courtesy Copy for DD(P)

DD(P) has stated that he does not wish to receive courtesy copies of OPC memoranda addressed to him except in instances where it is perfectly obvious that one is necessary. This includes memoranda to DD(P) where, if he approves the memorandum, a copy is forwarded to DCI, since one copy is already prepared for DCI.

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NO CHANGE in Class. ☐
☒ DECLASSIFIED
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~~RESTRICTED~~